



ADMINISTRATION &  
MANAGEMENT

OFFICE OF THE SECRETARY OF DEFENSE  
1950 DEFENSE PENTAGON  
WASHINGTON, DC 20301-1950



FEB 10 2000

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS  
CHAIRMAN OF THE JOINT CHIEFS OF STAFF  
UNDER SECRETARIES OF DEFENSE  
DIRECTOR, DEFENSE RESEARCH AND ENGINEERING  
ASSISTANT SECRETARIES OF DEFENSE  
GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE  
INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE  
DIRECTOR, OPERATIONAL TEST AND EVALUATION  
ASSISTANTS TO THE SECRETARY OF DEFENSE  
DIRECTOR, ADMINISTRATION AND MANAGEMENT  
DIRECTORS OF THE DEFENSE AGENCIES  
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Nominations for the Office of the Secretary of Defense (OSD) Exceptional Civilian Service Award

This is to provide notification that I have approved a change to the Office of the Secretary of Defense Exceptional Civilian Service Award, which is the third highest award in OSD. The change will expand eligibility to include all career employees of the Department of Defense for their contributions. Currently eligibility is limited only to those career service employees receiving operational support from the Washington Headquarters Services, Directorate for Personnel and Security Operating Office or the Joint Staff. To be eligible for this award, nominees must be career DoD civilians with a minimum of three years in an organization and must have distinguished themselves by exceptional service to an OSD Component. The award consists of a medal, lapel pin, and citation signed by the Head of an OSD Component. Subsequent awards consist of the foregoing recognition devices and a bronze, silver, or gold palm, as appropriate.

Procedures

A DoD employee of a Defense Agency or Field Activity can be nominated by their respective OSD Component Head who has responsibility over their Agency/Activity. For example, Defense Information Systems Agency employees can be nominated by the Under Secretary of Defense for Command, Control, Communications and Intelligence who is their Component Head.

Secretaries of the Military Departments can also nominate career civilian employees meeting the above eligibility requirements. The nomination is submitted by the Service Secretary and must be approved by the OSD Component Head having expertise in the subject matter area. For example, employees working for the Assistant Secretary of the Army for Financial Management and Comptroller would send their nomination signed by the Secretary of the Army to the Under Secretary of Defense for the Comptroller for final approval. These nominations should be submitted with a "Through" line for the OSD Component Head and signed by the Service Secretary.

Send nomination packages (original and one copy) to the Assistant Director, Labor and Management Employee Relations Division, Directorate for Personnel and Security, Washington Headquarters Services, 1777 North Kent Street, Suite 12063, Arlington, VA 22209.

Please bring this information to the attention of your key personnel. If you have any questions regarding the submission of this award, please contact Mr. Joseph Stormer, Assistant Director, Labor and Management Employee Relations Division, at (703) 588-0433 or Ms. Amy Hunt, Employee Relations Specialist at (703) 588-0439.



D. O. Cooke  
Director